

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-182

OPENING DATE: 1 June 2007

CLOSING DATE: 18 June 2007

ANTICIPATED FILL DATE: TBD

POSITION TITLE AND NUMBER

Human Resources Specialist (Recruiting, Placement and Compensation)
PDCN N0482000, MD# 0833-769L

UNIT/ACTIVITY AND DUTY LOCATION

Human Resources Office
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0201-12 65,411.00-85,037.00 per annum

EMPLOYMENT STATUS

Competitive

WHO CAN APPLY: The area of consideration for this announcement is the NCARNG Technicians Only. Applications will only be accepted from current Competitive employees of the North Carolina Army National Guard only.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have one year at the lower graded position. Specialized experience should indicate that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of and skill in applying a wide range of HR concepts, practices, laws, regulations, policies, practices and precedents of recruitment and placement functions and a full range of pay administration policies, principles and practices sufficient to provide state level comprehensive HR management advisory and technical services to include a wide range of complex, interrelated problems and issues to organizational (ANG and ARNG) functions.
2. Ability to interact with employees and management on various levels.
3. Knowledge of the rules and procedures that apply to the various categories of National Guard full-time employees, i.e., dual status (DS)/non-dual status (NDS), Active Guard Reserves, Active Duty Special Work (ADSW), etc.
4. Knowledge of and ability to prepare and issue guidance on local practices and procedures to reflect changes in automation and related rules and regulations set forth by OPM, DOD, Defense Finance Accounting System (DFAS) or NGB.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

CONDITIONS OF EMPLOYMENT: 1. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Supports the National Guard Bureau (NGB) agency level Recruitment and Placement/Compensation Program for a minimum of 25% of the average work year. Under the guidance of NGB -J1-TNS and/or NGB-J1-TN, incumbent performs work involving special projects/studies and provides a full range of management advisory services during the course of the project/study. Assists during NGB sponsored training, qualification development and national workshops as a presenter, trainer and/or coordinator. Actively participates in NGB level working groups involved in substantive changes to the NGB Recruitment and Placement/Compensation. Provides expertise to NGB on staffing programs, pay setting, recruitment and retention allowances, military technician compatibility, reduction in force, permanent change of station, placement and promotion issues, and other special interest programs. Develops and implements plans to accomplish National and statewide technician recruitment, placement and compensation programs. Provides guidance and team leadership to lower graded employees. Plans, organizes, manages, and performs duties to accomplish recruitment, placement, and compensation functions in support of training and readiness missions, for state Army/Air National Guard daily operations. Cultivates interagency teamwork concept between service providers and the customer(s) to meet State Army/Air National Guard requirements. Serves as the state's principal Recruitment and Placement advisor and technical consultant to key management involving complex issues on the full range of staffing options and recruitment strategies for a variety of professional, administrative, technical, trades and labor occupations. Provides guidance and advisory services to operating managers in analyzing and proposing solutions to personnel management problems. For example, in advising on appropriate recruitment strategies for particularly hard-to-fill specialized professional positions, a number of different factors need to be considered such as the specialized qualifications required for the position, the relative lack of candidates possessing these qualifications, the most promising recruitment sources, the advantages and disadvantages of certain appointment types and the availability and appropriateness of recruitment incentives. Provides advice to management on the potential impact of proposed reorganizations on current employees and future recruitment efforts. Reviews organizational progress toward achieving objectives; provides feedback to management regarding positive or negative trends and recommends long-term and short-term strategies for overcoming employment and promotion barriers. Analyzes and evaluates the state's current technician staffing situation including turnover, vacancies, and current recruiting strategies to identify and forecast staffing problems. Researches and develops solutions and strategies to recruitment and retention problems that integrate a variety of flexibilities. Incumbent provides technical assistance to managers in developing justifications for requesting the use of special salary rates, recruitment and retention allowances or other authorities. Explains merit principles and the various staffing methods, with emphasis on special interest programs such as Uniformed Services Employment and Reemployment Rights Act (USERRA), employment of the physically handicapped, Stay-in-School, Cooperative Work-Study, Upward Mobility, Worker-Trainee Opportunity, etc. Initiates correspondence and/or contacts concerning recruitment and placement of applicants with Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB), other Federal agencies, high schools, colleges and universities. Researches and prepares replies to Congressional inquiries. Develops state Merit Placement and Promotion Plan and ensures compliance with federal laws (i.e., The Technician Act), Code of Federal Regulations, NGB Regulations, and local policies and labor agreements. Maintains a tracking system to ensure compliance with the state Merit Placement and Promotion Plan. Initiates and develops changes, which will improve the procedures and makes the plan more acceptable to management and fair to employees. Administers merit placement and promotion plan. Provides guidance and assistance to supervisors and/or designated subject-matter experts in the development of job analysis and ranking criteria. Prepares announcements and receives applications. Determines nature of action and legal authority under which action is to be processed. Ensures time-in-grade requirements are met. Establishes and certifies accuracy of rates of pay for all placement actions in accordance with federal law, OPM and NGB regulations, and Comptroller General decisions. Reviews personnel records to check for dual employment and/or dual compensation. Ensures required selection documentation and information is correct including military compatibility. Verifies medical certificates and reports from references and checks security requirements. Initiates select/non-select letters. Counsels and registers employees in the DoD Priority Placement Program (PPP) and/or OPM Interagency Placement Assistance Program (ICTAP) as appropriate. Defends recruitment and placement actions in accordance with policies, regulations, and procedures in the event of recruitment or placement grievances. Researches cases and prepares/provides detailed documentation and/or responses for resolution of formal grievances/complaints on qualification ratings or related merit promotion actions (other than non-selections). Develops, recommends, maintains, and applies state policy for use of such pay setting tools as highest previous rate and recruitment/relocation/retention incentives. Sets pay for General Schedule (GS) and Federal Wage System (FWS) appointments, transfers, promotions, changes to lower grade, and changes between GS and FWS pay systems. Determines the need for and processes supervisory differential pay, in concert with the state classification specialist.

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Serves as the state senior specialist and consultant on military technician compatibility issues and delegated personnel authorities (e.g. pay flexibilities). Provides guidance to supervisors, managers and military commanders on assignment of technicians to compatible military assignments. Ensures dual status technicians maintain the Military Occupational Specialty (MOS)/Air Force Specialty Code (AFSC) commensurate with the technician position held and are militarily assigned to the unit in which they are employed. Ensures employees in non-compatible status obtain the proper AFSC/MOS and/or correct military assignment; in concert with the state employee relations specialist, provides incompatibility status for issuance of separation notices from the technician employment program. Assists supervisors and managers in achieving compatibility. Initiates or recommends approval of appropriate compatibility waivers as required. Manages permanent change of station moves. Initiates transportation agreements. Completes travel orders authorizing various entitlements. Obtains necessary funds from NGB or state Comptroller as appropriate. Coordinates funds availability with state Comptroller or appropriate personnel prior to issuance of travel order. Enters funds reservation and obligation transactions in appropriate automated systems. Provides counseling to employees on entitlements, rights, and obligations. Coordinates with travel offices and employees to facilitate movement of household goods. Reviews and approves travel vouchers for authorized expenditures. Reviews requests for extension of Temporary Quarters Subsistence Expense (TQSE) and makes recommendations for approval/disapproval. Analyzes the organization's workforce and determines reduction-in-force (RIF) and transfer of function impact; initiates pre-RIF actions; conducts RIF briefings, and counsels employees. Works closely with management and union officials to resolve controversial staffing issues. Works with classification specialist in developing competitive levels and maintains retention registers. Researches, prepares, and defends actions relative to reduction in force appeals. Evaluates qualifications and military assignment factors to reassign displaced employees. Develops, coordinates, and maintains state plans/guidance involving Merit Placement and Promotion Plan, reduction-in-force, highest previous rate, recruiting, and retention incentives. Advises commanders, managers, and supervisors on the various programs through formal classroom and one-on-one training. Provides technical guidance to management and participates as the staffing functional specialist in the collective bargaining agreement process. Responds to inquiries on recruitment and placement related matters from the serviced workforce and coordinates with NGB-J1-TN as required. Attends national recruitment and placement workshops. May provide assistance to the National Guard Bureau and other state HR specialists on staffing issues. Oversees the activity of other employee(s). Trains employee(s) in assigned duties and responsibilities. Assigns work, establishes priorities, and ensures technical quality of work products, initiates personnel actions, approves leave, resolves employee complaints, exercises disciplinary control, establishes performance standards and evaluates performance. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

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